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ONTARIO MINISTRY OF THE ENVIRONMENT

INTERIM

# **SPILL EMERGENCY PLAN**

FEBRUARY 1999

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A SUPPLEMENT TO THE GOVERNMENT OF ONTARIO'S

**PROVINCIAL EMERGENCY PLAN**

FEBRUARY 1999







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## CHAPTER 1

### INTRODUCTION

#### 1.1 PREFACE

1.1.1 This Ministry of the Environment (MOE) Spill Emergency Plan fulfills the requirements of the Order-in-Council pursuant to relevant provisions of *The Emergency Plans Act* of 1983 for MOE to prepare an emergency plan that addresses spills of pollutants to the natural environment.

1.1.2 The Spill Emergency Plan may be activated to facilitate the decision-making process for complex or prolonged spill-related events and other environmental emergencies that require the expertise and participation of MOE, but not a coordinated, multi-agency, overall Government response under the Provincial Emergency Plan.

1.1.3 The Spill Emergency Plan also supplements the overall Provincial Emergency Plan, a plan that addresses complex emergencies which require a coordinated, multi-agency, overall Government response. The Provincial Emergency Plan may be activated by the Ministry of the Solicitor General and Correctional Services for a variety of emergencies including those in which a spill to the environment may be one of several components of the emergency. In order to facilitate an effective response for such events, the Spill Emergency Plan is structured to make use of MOE's regular spill response program in emergencies that require the Ministry's participation in a coordinated, multi-agency response under the overall Provincial Emergency Plan.

1.1.4 In addition to the forgoing, the Spill Emergency Plan recognizes and maintains other Ministry commitments related to spills. These include, 1) inter-agency notification undertakings made under the 1975 Province of Ontario Contingency Plan for Spills of Oils and Other Hazardous Materials, 2) arrangements under the Canada - US Marine Pollution Contingency Plan, a pollution response plan prepared pursuant to the Great Lakes Water Quality Agreement, 3) formal Ontario - Michigan notification agreements on air and water quality, 4) undertakings with several other provincial and federal agencies for the immediate exchange of information on spills and other serious pollution events, and 5) other related commitments through formal contingency plans or through inter-agency agreements.

#### 1.2 BACKGROUND

1.2.1 Certain planning aspects and response structures for the Ministry of the Environment and other agencies party to the Province of Ontario Contingency Plan for Spills of Oils and Other Hazardous Materials, of 1975, have changed since the earlier plan was prepared. New planning basis and response structures developed under the overall Provincial Emergency Plan, of 1995, dictate the need to revise previous plans.



1.2.2 The 1995 Provincial Emergency Plan reflects current expectations for emergency services for a number of provincial agencies. These expectations were assigned by an Order in Council pursuant to relevant provisions of *The Emergency Plans Act* of 1983. Under these requirements, MOE is obliged to prepare and maintain an emergency plan that addresses spills to the natural environment.

1.2.3 The Province of Ontario Contingency Plan for Spills of Oils and Other Hazardous Materials of 1975 is superseded with the proclamation of this Spill Emergency Plan while continuing to honour the notification commitments made under the previous plan, and maintaining unaltered all other related commitments under other contingency plans and all earlier related inter-agency and international agreements.

1.2.4 The Spill Emergency Plan relies extensively on the Ministry's spill response program which consists primarily on guidelines and operating procedures of the Spills Action Centre and on existing environmental response procedures in MOE's Operations Division; all established for spill-related events that MOE deals with routinely.

1.2.5 MOE's spill response program focuses on monitoring the response efforts of those given statutory duty to respond adequately and held accountable for spills by current provincial and federal statutes.

1.2.6 To this end, the Ministry's Spills Action Centre in Toronto, a fully staffed 24 hour/day facility, is MOE's focal point for receiving reports of spills and other environmental occurrences that may have adverse effects. The Centre assesses the adequacy of reported response efforts, and takes appropriate action. Physical response to events occurs through the Ministry's district offices where response staff is on an off-hours duty roster; staff who may be called into service by the Centre when required.

1.2.7 MOE's response escalates to meet the needs of escalating environmental emergencies. For complex events, additional Ministry expertise, for instance, laboratory services, monitoring and dispersion modeling capabilities, is available through MOE divisions and program areas in addition to resources of the Operations Division. The aim of this Plan is to formalize the Ministry's response mechanism, and to make the sum of these resources available for events that escalate to the level for which the overall Provincial Emergency Plan may need to be activated.

1.2.8 The Spill Emergency Plan is also intended to make best use of certain powers extended by *The Environmental Protection Act* to the Minister and selected MOE Directors as well as to staff under conditions prescribed by the Act and its regulations. In addition, this Plan relies on provisions of *The Environmental Protection Act* that address the prevention of further discharges of pollutants, and on the cleanup and disposal provisions for spilled pollutants.

1.2.9 It is necessary to highlight key spill provisions of *The Environmental Protection Act*. These are:

- a) those who cause a spill, and those who had charge of the substance prior to the release, are held responsible for immediately reporting the event,



- b) the owner and those who had charge of the material spilled, are given responsibility for containment and cleanup as soon as practicable,
- c) the Act establishes absolute liability, by virtually removing the defence of due diligence,
- d) reporting of spills of pollutants must be made not only to the Ministry but also to the municipality in which the spill occurred, and
- e) municipalities are given the authority to respond to spills, the right to enter property for the purpose of response, and the right to recover costs from parties held responsible by the Act.

1.2.10 *The Environmental Protection Act* also provides a mechanism of last resort that allows the Crown to intervene or pre-empt inadequate response efforts at the expense of those held responsible by the Act. Normally, events where MOE may elect to use any of the pre-emptive response options provided for by *The Environmental Protection Act* do not result in emergencies as the term "emergency" is defined in *The Emergency Plans Act*: "a threat of major proportion to people and to property".

1.2.11 For the Ministry of the Environment, the focus of *The Emergency Plans Act* has to be combined with applicable provisions of *The Environmental Protection Act* and the mandate of the Ministry.

1.2.12 Environmental emergencies that pose a threat of major proportions where the threat is limited to damage to the natural environment is a concept that is not provided for by *The Emergency Plans Act*. Such events can normally be addressed by existing pre-emptive options through *The Environmental Protection Act*. These options are available to MOE without the need to implement the Provincial Emergency Plan. A response to environmental emergencies that pose a threat of major proportions where the threat is limited to the natural environment is a capability that is part of the Ministry's spill response program outlined in Chapter 2 of this Plan.

1.2.13 Chapter 2 outlines the Ministry's regular spill response program. Chapter 2 also establishes a mechanism for activating this Plan for complex or prolonged spill-related events or other environmental emergencies that require a coordinated, inter-disciplinary Ministry response, but are events of a nature that do not require a coordinated, multi-agency overall Government response.

1.2.14 If a pollution event escalates to the point of creating an "emergency" as the term is defined by *The Emergency Plans Act* (see paragraph 1.2.10), a coordinated response by several government agencies under the Provincial Emergency Plan is most probably required.

1.2.15 Ministries that participate in a multi-agency response to an emergency are required to prepare ministry emergency plans that focus on the agency's participation in the overall Government response under the Provincial Emergency Plan. These ministry plans supplement the Provincial Emergency Plan.

1.2.16 The requirements outlined in the Provincial Emergency Plan for MOE are presented in Chapter 3 of this Spill Emergency Plan. Building on the overall spill response program of



MOE as detailed in Chapter 2, Chapter 4 identifies positions and offices, or MOE program areas, that may be called upon to participate in the various decision groups and teams of experts established by the Provincial Emergency Plan and tasked with specific assignments. Chapter 4 also summarizes the functions and tasks of these groups and teams.

1.2.17 With all of the foregoing, this Spill Emergency Plan serves as an administrative vehicle for the Ministry to fulfill its expected function under the Provincial Emergency Plan while maintaining existing inter-agency notification and response commitments. With respect to the overall provincial planning process, MOE will be one of several response partners in an emergency that poses a threat of major proportions to people and property to which the Provincial Government as a whole must respond and where the threat to the environment is only one of several societal priorities.



## CHAPTER 2

### MOE'S SPILL RESPONSE PROGRAM

#### 2.1 GENERAL DESCRIPTION

2.1.1 When a spill occurs, Canadian federal and provincial agencies that administer safety, transportation and environmental legislation and related programs hold the discharger responsible for dealing with the problem created by the spill. In Ontario, the discharger is required to report the incident forthwith ('as quickly as possible under the circumstances') to the Ministry and to the municipality in which the spill occurred. The discharger is also required to contain and clean up the pollutant forthwith, or arrange for these actions to be carried out forthwith, and to restore the spill site to essentially pre-spill conditions where this can be reasonably expected. In Ontario, third parties are also given legislated rights to recover costs and expenses, and loss and damages, from the discharger without having to prove fault or negligence. Specific notification, cleanup and liability provisions for spills of pollutants to the environment are addressed in Part X of *The (Ontario) Environmental Protection Act*.

2.1.2 The Ministry of the Environment is responsible for achieving and maintaining environmental quality that will protect human health and the ecosystem, and will contribute to the well-being of the people of Ontario. In the event that a spill occurs, MOE will give the discharger adequate opportunity to respond, and to deal with the spill. Furthermore, MOE will assist in the decision-making process regarding spill-related response actions. In spills where the primary threat of the event does not escalate beyond a threat to the environment, MOE's role is that of a regulatory agency enforcing legislated duties and other associated provisions.

2.1.3 The term discharger is used loosely in this Spill Emergency Plan to refer to those parties addressed by *The Environmental Protection Act* who have statutory duties to report and clean up a spill. Parties with statutory duties, addressed in Part X of the Act, are those that cause a spill, those who had charge of the material prior to the release, and owner of the material. Parties who caused, and those parties who had charge of the material immediately prior to the spill, are responsible for reporting the event without delay. The owner may also have this responsibility.

2.1.4 Given the response concepts of the Provincial Emergency Plan, it is also important to note that the reporting of spills must be made to the municipality in which the spill occurred as well as to the Ministry. *The Environmental Protection Act* also extends to municipalities the right to respond to spills.

2.1.5 The Spills Action Centre is a toll-free, around-the-clock facility available for those under statutory duty to report to the Ministry.



2.1.6 When MOE is notified of a spill by the discharger, or by other agencies as the case may be, MOE will assess the seriousness of the event and the adequacy of the reported response efforts, and determine the type of MOE response required, such as the urgency of MOE field presence. In addition, the Ministry is expected to notify other agencies, in a timely manner, in accordance with inter-agency, inter-governmental and international agreements and formal contingency plans, and the Ministry assists in warning "downstream" users, or potentially affected parties, and other agencies as may be appropriate. In rare cases, MOE may have to exercise the statutory options available to the Ministry of pre-empting an inadequate response.

## 2.2 MOE COMMITMENTS

2.2.1 The Ministry of the Environment has a number of external commitments under inter-agency and international agreements as well under a number of formal undertakings and formal emergency and spill contingency plans. These commitments can be summarized as two requirements, 1) to warn or advise other agencies, other authorities or other jurisdictions, as the case may be, of potentially hazardous situations of which MOE may be aware, and 2) to facilitate an appropriate response. These commitments also include the participation in a response initiated by other agencies or other jurisdictions and may include the coordination of the provision of expertise and possibly other available resources.

2.2.2 The following is a summary of formal undertakings and external commitments that are part of MOE's spill response program:

- f) Canada - US Joint Marine Pollution Contingency Plan, prepared pursuant to the Great Lakes Water Quality Agreement; a formal contingency plan signed by the Prime Minister and the President and administered jointly by the coast guards of both countries. The Plan includes early notification, surveillance and monitoring, as well as response provisions, and requires MOE to participate, 1) in a response to marine-source or suspected marine-source pollution events on the Great Lakes and their interconnecting channels, 2) in response to other pollution events that cross or threaten to cross the Canada/US border, and 3) in pollution events where the resources of the one party may be of assistance for the response of the other party.
- g) Ontario - Michigan Joint Notification Plan of Unanticipated or Accidental Discharges of Pollutants into Shared Waters of the Great Lakes and Interconnecting Channels (1988); an agreement signed by Ontario's Premier and Michigan's Governor which provides for the immediate notification between the Spills Action Centre and the Michigan State Police of releases of pollutants that may threaten drinking water supplies of the other party.



- h) Ontario - Michigan Memorandum of Understanding on Transboundary Air Pollution Control (1985); a multifaceted agreement signed by Ontario's Premier and Michigan's Governor that includes the requirement for both parties to maintain a joint contingency plan for hazardous substances released into the air and potentially affecting the air, land or water of the other party. The joint plan is to include notification and mutual aid assistance, with the objectives: 1) to develop appropriate preparedness measures for discovery and reporting incidents, 2) to institute prompt measures to restrict the further release or dispersion of the pollutant, and 3) to provide adequate cleanup response to environmental emergencies.
- i) Ontario - Michigan Joint Notification Plan for Unanticipated or Accidental Discharges of Airborne Pollutants (1988); an agreement signed by Ontario's Premier and Michigan's Governor which provides for the immediate notification between the Spills Action Centre and the Michigan State Police of releases of airborne pollutants that may adversely affect the other party.
- j) CCME Memorandum of Understanding for Environmental Emergencies; an agreement that arose out of the 1989 Premiers' conference in Quebec, established to facilitate the rapid provision of information, expertise and resources amongst federal and provincial departments and ministries across Canada responsible for environmental protection.
- k) Environment Canada; a general inter-agency undertaking that requires the Spills Action Centre to advise the federal agency of any event that may be of interest to the Federal Government. These may include spills at federally regulated industries, airports or on other federal property, or events of federal or national interest such as spills that threaten to cross international boundaries, and other reported pollution events of federal interest such as those which may affect first nations or result in a threat to commercial fisheries or cause a significant fish kill. Further, a specific undertaking with Environment Canada, Ontario Region, to provide a one-window environmental reporting process for the general public as well as all those subject to reporting duties under various federal and provincial environmental legislation in Ontario. In this specific undertaking, the Ministry's Spills Action Centre receives and assesses reports made in Ontario under the federal *Fisheries Act* and the federal *Environmental Protection Act* on behalf of Environment Canada.
- l) Ministry of Natural Resources; an understanding that the Spills Action Centre will advise appropriate parties in the Ministry of Natural Resources (MNR) of events that result in a significant threat to fish and wildlife. The Spills Action Centre is also responsible for advising appropriate parties in MNR for spills associated with exploration activities or the recovery of natural gas or crude oil in the waters of the Great Lakes (principally Lake Erie) or on land.



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- m) Province of Ontario Nuclear Emergency Plan; prepared by the Ministry of the Solicitor General and Correctional Services in accordance with specific requirements for such a plan under *The Emergency Plans Act* to coordinate a multi-agency response by the Province for a major accident at nuclear power facilities in Ontario (and elsewhere if such an accident were to pose a threat to Ontario). The Nuclear Emergency Plan establishes decision groups that would manage a nuclear emergency, and creates several groups of experts that would be called upon to provide input to the decision-making process created by the structure of the Plan. MOE participates on several of these groups, and the Spills Action Centre serves as the communications focal point for the Ministry's participation under the Nuclear Emergency Plan.
- n) Provincial Emergency Plan; prepared by the Ministry of the Solicitor General and Correctional Services (MSGCS) to coordinate a multi-agency response by the Province that may be required for (non-nuclear type) emergencies that pose a threat of major proportion to people or to property and is beyond the response capability of local authorities. The Provincial Emergency Plan establishes decision groups to manage an emergency, as well as a number of groups and teams of experts that would be called upon to provide input to the decision-making process created by the structure of the Plan. MOE is represented on several groups and teams, and the Spills Action Centre serves as the communications focal point for triggering the Ministry's participation. The Spills Action Centre also notifies Emergency Measures Ontario, MSGCS, of serious events the Ministry may be aware of which may escalate to an emergency of interest to Emergency Measures Ontario.

2.2.3 In addition to the commitments referred to above, the Ministry also has other responsibilities that have been tied to the Ministry's spill response program. These are undertakings for MOE's Spills Action Centre to receive and assess reports of events, primarily during off-hours, for a number of provincial agencies including:

- ⇒ Technical Standards and Safety Authority (TSSA).
  - calls regarding fuels safety, pressure vessels, and elevating and amusement devices
  - in cases such as explosions or fatalities, the Spills Action Centre contacts TSSA staff to initiate a field response.
- ⇒ Ministry of Health (MOH).
  - calls regarding emergency public health issues
  - where appropriate, the Spills Action Centre contacts MOH duty physicians or the local Medical Officer of Health.



- ⇒ Ministry of Labour (MOL).
  - calls regarding worker health and safety
  - where appropriate, i.e., critical injuries, the Spills Action Centre contacts MOL on-call staff to initiate a field response.
- ⇒ Ministry of Agriculture, Food and Rural Affairs (OMAFRA).
  - calls regarding emergencies that can affect food, livestock, feed, or agricultural land and water
  - where appropriate, the Spills Action Centre contacts OMAFRA's Emergency Situation Response Team to initiate a field response.

## **2.3 SPILLS ACTION CENTRE**

2.3.1 The Spills Action Centre is a full-time facility, operating on a 7 day per week, 24 hour per day basis. The Centre deals with events involving accidental or unintended releases hazardous substances and discharges of pollutants, events on behalf of other agencies, information requests, and complaints. In addition to calls made to the Centre that fall directly under the mandate of the Ministry of the Environment, the Spills Action Centre also serves as reporting focal point for several other Ontario agencies primarily during off-hours, and as full-time reporting focal point on behalf of the Ontario Regional Office of the federal Department of Environment.

2.3.2 External commitments that have been tied to the Ministry's spill response program (see Section 2.2 of this Plan) are incorporated into the general operating procedures and response decision guidelines of the Spills Action Centre.

2.3.3 The Spills Action Centre's primary function is to receive and assess reports that are required to be made immediately to the Ministry under a number of statutes or regulations, either as a result of accidental or unintended releases of pollutants and hazardous substances, conditions imposed on pollution abatement facilities the Ministry has approved, or activities over which the Ministry has control.

2.3.4 Staff of the Centre assess the information received from those responsible for reporting and from other agencies, in order to determine what additional action may be required. Detailed operating procedures and decision guidelines, formal contingency plans, and inter-agency agreements assist staff of the Spills Action Centre to make decisions with respect to the adequacy of response actions reported. Decisions can then be made if additional actions need to be taken, and whether additional reporting by the Centre to other agencies may be necessary. These operating procedures, contingency plans, inter-agency agreements and other critical decision points used for the decision-making process are developed, and are updated, with the assistance of senior Ministry staff in partnership with affected and participating agencies.



2.3.5 The Spills Action Centre also provides informational expertise to those responding to the incident at the scene. The Centre may also serve as MOE focal point when it appears advisable to engage emergency response contractors in serious spills if monitoring indicates that a response is inadequate and the Ministry has to consider and possibly exercise its statutory options to pre-empt an inadequate response.

2.3.6 The Spills Action Centre works closely with municipal and regional response agencies such as fire and police departments. Local agencies normally respond to events that affect or may affect the public generally or are public health and public safety issues. Under the reporting provisions of *The Environmental Protection Act*, police and others employed in the public sector are required to report spills they are aware of, to MOE. This provides the platform for MOE in general, and the Spills Action Centre specifically, to work closely and to cooperate with local and municipal authorities in matters associated with spills.

2.3.7 The Spills Action Centre also works closely with the Ottawa based, Canadian Transport Emergency Centre, CANUTEC, operated by Transport Canada nationally. Transport Canada carries responsibility for a wide range of transportation matters. Specific to this Spill Emergency Plan, Transport Canada is responsible for the *Transportation of Dangerous Goods Act*, which regulates all aspects of Canada's road, rail and air transportation industry from labeling, placarding, packaging, handling, storage, to the transport of dangerous goods (referred to as hazardous materials in the USA). Under the federal statute, accidents involving dangerous goods that occur in the regulated transportation mode are reportable immediately to local or to provincial authorities. Regulations made under the *Transportation of Dangerous Goods Act* require that accidents in Ontario that involve dangerous goods to be reported immediately to the nearest police force.

2.3.8 CANUTEC operates on a 24 hour/day, 7 day/week basis, and is staffed full-time by chemists, and others with a formal background in chemistry, who can provide essential information on hazardous substances as well as information on related response procedures to fire services and to other first responders and to other response centres across the country. CANUTEC also has access to centres and information in the USA and parts of Europe. In addition, CANUTEC has access to virtually all shippers and producers of hazardous chemicals in North America. Staff of the Spills Action Centre regularly consult with CANUTEC staff, and both centres exchange information.

2.3.9 The Spills Action Centre also works closely with the Canadian Coast Guard Traffic Centre in Sarnia in connection with harbour and maritime accidents, and for all spills and pollution events associated with maritime cargo and ship transport activities regulated by the *Canada Shipping Act*. The Sarnia Traffic Centre is one of several centres operated by the Department of Fisheries and Oceans across the country, and is responsible regionally for the Canadian waters of the Great Lakes, Lake of the Woods, as well as the Arctic. Reports of events received by either the Spills Action Centre or by the Sarnia Traffic Centre which may be of interest to the other centre are exchanged frequently in a timely manner for attention and action as appropriate by the other agency, all in accordance with proven operating procedures.



2.3.10 The Spills Action Centre is the MOE focal point for the external commitments listed in Sections 2.2.2 and 2.2.3 of this Plan, and is usually responsible to initiate or coordinate the execution of these commitments for MOE. The Spills Action Centre is also involved in the development stage of such external commitments.

2.3.11 It can then be summarized that the primary function of the Spills Action Centre is to serve as a provincial focal point for reportable releases of pollutants and accidents involving hazardous substances, and an early MOE decision point for matters dealing with the adequacy of reported remedial measures activities. For events for which MOE has direct responsibility, the Spills Action Centre has full recourse to MOE field response staff who are part of the Operations Division. These responders are located in communities throughout the Province where the Ministry has regional and district offices.

## 2.4 REGIONAL AND DISTRICT OFFICES

2.4.1 MOE's field response activities are carried out through the Operations Division's regional and district offices. Staff in these offices are responsible for the delivery of many of the Ministry's programs. The location of these offices is illustrated in Annex I of this Plan.

2.4.2 Staff in regional and district offices are involved in approvals processes for pollution abatement systems, pollution assessment surveys, the inspections of facilities subject to the Ministry's regulatory scheme, and enforcement activities.

2.4.3 The function of monitoring the containment and cleanup efforts by the discharger for accidental releases of pollutants and accidents involving hazardous substances is carried out by the Ministry's regional and district offices staff.

2.4.4 MOE's regional and district offices monitor and evaluate the response activity of the discharger, determine if there is compliance with prescribed duties, and establish the adequacy of the efforts undertaken. It must be recognized that the primary responsibility for containment, cleanup and disposal of spilled pollutants and hazardous substances in Ontario rests with those deemed responsible by statutes: persons who had charge of the material in addition to those who owned the material immediately prior to the release.

2.4.5 The Ministry's first level of field response is provided by environmental officers working in district or area offices. During regular working hours, these staff members are available readily for monitoring the adequacy of cleanup efforts for accidental releases of hazardous substances and other pollutants. During off-hours, district staff are placed on a rotating weekly roster for after hour on-call duty and are available to be called into service by staff of the Spills Action Centre. The initial field response by district abatement staff is referred to as MOE's Level 1 - district response.

2.4.6 MOE's involvement in complex incidents or accidents involving hazardous substances may require a number of experts and unique testing and monitoring assessments, and special resources and expertise may be required for these types of events. These requirements are usually determined by field staff who respond under the Ministry's Level 1 response. These requirements may also be determined by the Spills Action Centre or be self evident from the



scenario reported, or there may be a joint determination between field staff and the Spills Action Centre. Regional staff or staff of the Spills Action Centre are responsible to initiate the mobilization of these additional MOE response resources as may be required.

2.4.7 Where MOE becomes involved in complex events or accidents referred to in paragraph 2.4.6 above, MOE may bring additional regional resources and expertise to the scene of the event to assist on-scene decision-makers in charge of the event. For instance, for events where an evacuation has been ordered, MOE resources may be suitable to assist in decision-making processes, especially those involved in the re-entry phase of the event, or to determine and resolve potentially complex decontamination requirements. The mobilization of MOE resources, in addition to the initial response by MOE district staff, is referred to as MOE's second level response, and normally involves resources available at the MOE regional level. MOE staff involved in the Level 2 - regional MOE response are not on-call and are normally activated by the Spills Action Centre through a management call-down list.

2.4.8 For a possible second level MOE response, some of the Ministry's regional offices are equipped with special response capabilities. Capabilities selected to monitor specific environmental risks in the area served include limited mobile monitoring, dispersion modeling and sampling capabilities. Some MOE regional offices have an in-house capability to provide monitoring and air and water dispersion modeling in a reasonable timeframe. These second level response resources may be mobilized on an as-needed-basis, and may be of assistance to fire departments and other local emergency responders.

2.4.9 Complex incidents or accidents, usually those involving hazardous substances, may involve an evacuation. It must be noted that there is no monitoring instrumentation, available from MOE or from elsewhere to support local response efforts, that can be made available throughout Ontario and set up quickly enough in order to generate data during the first few moments of an event when decisions to evacuate may have to be made. Decisions to evacuate normally precede MOE's involvement in the event, and must continue to be made very early in an emergency. These decisions are normally determined by local emergency services solely on the probability of risk on potentially affected people. It is recognized that such decisions may have to be made even if there is very limited information.

## **2.5 CORPORATE RESOURCES**

2.5.1 When necessary, second level response efforts by the Ministry may be further supported by additional expertise and equipment, including laboratory capabilities, from other Ministry divisions. This next level of field response is referred to as the MOE Level 3 - head office response. The mobilization of MOE's mobile air monitoring unit, the TAGA units (Trace Atmospheric Gas Analyser) operated by MOE's head offices, is an example of an MOE third level response. The MOE third level response is provided with the cooperation and assistance (usually) of several MOE divisions, and related functions and services of Ministry branches and program areas are outlined in this Section.

2.5.2 Similar to the second level response, the third level of an escalated MOE response requires the mobilization of staff and experts who are also not on stand-by or call-back



arrangements. In addition, both the second and third level of an escalated MOE response requires special instrumentation and equipment. None of this equipment is on stand-by exclusively for emergency services. All or most of the equipment may be in use for regularly scheduled pollution monitoring programs and may thus not be available readily. The mobilization and deployment of specialty equipment and the associated availability of Ministry experts will require adequate time for any MOE second or third level response to environmental emergencies. The same limitations apply to the Ministry's response to an environmental component of an emergency for which the overall Provincial Emergency Plan may be activated.

2.5.3 On rare occasions, auxiliary expertise may be drawn from the scientific and academic community and from specialized commercial sources.

2.5.4 Head office specialists have portable computers with access to national and regional weather networks for current data and weather forecasts, and to a system of mathematical air dispersion models. Using weather information and air dispersion models, specialists may be able to combine chemical information from on-site reports to theoretical computer models of air dispersion patterns. This can provide predictions of possible toxic gas concentrations at various distances downwind from an emergency.

2.5.5 Head office staff may also be able to assist in evaluating a contaminant's possible movements for potential downstream effects for a limited number of surface waters in Southwestern Ontario. This information may be of assistance for alerting or advising downstream water users.

2.5.6 MOE head offices maintain two sophisticated mobile Trace Atmospheric Gas Analyzer (TAGA) units housed in buses. These units may be of assistance for certain types of emergencies. TAGA units are primarily used for the real-time detection of pollutants, tracking down pollution sources, the characterization of organic compounds and odours. They are normally involved in scheduled complex and long-term field investigations that require on-site, self-contained analytical capabilities. TAGA units may also be used in response to some complex emergencies such as chemical spills and fires. The location and state of readiness of these units must be considered when their potential assistance is considered for emergencies. The logistics involved in mobilizing, transporting and staffing these specialized TAGA units on short notice, especially during off-hours, makes these units more suitable for emergencies that are expected to take a number of days to resolve.

2.5.7 In addition, the Ministry operates a mobile laboratory which is normally involved in scheduled complex field investigations requiring on-site, self-contained analytical capabilities for monitoring organic pollutants in groundwater and in effluents. This unit is equipped with a gas chromatograph/mass spectrometer and other equipment, as needed. Similar to the Ministry's TAGA units (see Section 2.5.7), the logistics involved in mobilizing, transporting and staffing the mobile laboratory makes this unit more suitable for emergencies that are expected to take a number of days to resolve.



2.5.8 MOE head office staff may investigate suspected damage to vegetation, effects on livestock and soil contamination. The scientific protocols employed in these investigations may be useful in assessing the impact of spills on terrestrial ecosystems.

2.5.9 MOE's laboratory in Toronto is also available to analyze samples taken by field staff from spill sites. Given the limits of turn-around time for information from such samples, sample analysis is best suited for post-emergency activities and decisions such as the determination of pollution profiles and decisions with regards to long-term cleanup procedures.

2.5.10 The Ministry head offices also maintain and develop extensive data on a wide range of known chemicals that may affect the environment, including pesticides. Staff have access to a large bank of information on the toxicological, environmental, chemical and physical properties of contaminants, and to recommended emergency and remedial action.

2.5.11 When hazardous substances and other pollutants are spilled, they normally generate wastes that need to be cleaned up and managed in compliance with existing waste management regulations and acceptable waste management practices. Spills that result in hazardous or liquid industrial wastes normally require the services of licensed carriers and licensed receivers of these wastes.

2.5.12 The Ministry's Communications Branch provides information on ministry policies and programs, and may be required to issue reports to the media and the general public for more significant spill incidents in which the Ministry is involved.

## **2.6 COORDINATION OF MINISTRY RESOURCES**

2.6.1 In addition to implementing this Plan for emergencies as outlined in Chapter 4, the Ministry may activate this Plan for complex or prolonged spill-related events or other environmental emergencies that may take an extended period of time to resolve and that require a coordinated inter-disciplinary MOE response, but are events of a magnitude or nature that do not require a coordinated multi-agency Government response under the Provincial Emergency Plan. Such events may require a second or third level MOE response described in sections 2.4 and 2.5. These include events such as chemical fires, or major spills which are beyond the response capability of the discharger.

2.6.2 For the type of event described in the paragraph above, the Ministry may activate this Plan and coordinate its response through a Ministry action group similar to the MOE Action Group outlined in Section 4.8 of Chapter 4.

2.6.3 For the purpose of a Ministry response under this Plan to events described in paragraph 2.6.1 above, the Ministry action group is responsible for coordinating MOE's collective assistance and to facilitate the decision-making process.



2.6.4 The Ministry action group will have a core membership of four representatives. These are the Operations Division Assistant Deputy Minister (ADM) or his/her designated alternate, and the most senior available representative from the applicable MOE regional office, the applicable MOE district office as well as the Spills Action Centre. In addition, the Ministry action group will include the most senior representative available from other MOE branches or program areas that may assist or participate in the event.

2.6.5 The Ministry action group will be chaired by the Operations Division ADM.

2.6.6 Notwithstanding the composition of the Ministry action group, the group may be activated by, the Operations Division ADM, or at the request of the applicable Regional Director, the applicable District Manager, or the Head of the Spills Action Centre for events, as outlined in paragraph 2.6.1 above, that require the coordination of Ministry response activities.

2.6.7 Once activated, the Ministry action group will remain the focal point for MOE's decision-making process for the duration of MOE's response at the second or third Ministry response as these levels are described in Sections 2.4 and Section 2.5.

2.6.8 The Ministry action group may operate out of their respective offices, or out of one or any number of central locations, as appropriate.

Ministry Action Group Participants	
Assistant Deputy Minister (Chair)	Operations Division
Alternate (as designated)	
Regional Director (Alternate - as designated)	Regional Office involved in the event
District Manager (Alternate - area Supervisor)	District Office involved in the event
Head (Alternate - Cont. Planning Co-ord.)	Spills Action Centre
Senior Representative	For each involved branch or program area



Last updated: February 1999



## CHAPTER 3

### REQUIREMENTS OF THE PROVINCIAL EMERGENCY PLAN FOR MOE

#### 3.1 SPECIFIC OBLIGATIONS

3.1.1 The Provincial Emergency Plan is a mechanism for the Government of Ontario to provide a response to emergencies that pose a threat of major proportions to people or to property, emergencies that most probably require the coordinated response of several Ontario ministries.

3.1.2 The Provincial Emergency Plan establishes a response structure that makes use of a number of advisory, decision and response groups comprised of expertise and senior decision-makers of several Ontario ministries, and relies on the participation and cooperation of these ministries. These expectations are reinforced through Ontario Cabinet directives made pursuant to *The Emergencies Plans Act*.

3.1.3 Under these directives, the Minister of the Environment is responsible for the preparation and maintenance of plans that address spills of pollutants to the natural environment. The Provincial Emergency Plan relies on preparedness plans of MOE and on plans prepared by other Ontario ministries assigned special emergency preparedness functions. This Spill Emergency Plan focuses on the requirements of MOE under the Provincial Emergency Plan while at the same time maintaining other related formal commitments for MOE. More specifically, for the subject of spills to the environment, the Provincial Emergency Plan requires MOE to undertake the following<sup>1</sup>:

#### 1. FOR MATTERS ASSOCIATED WITH:

##### "EMERGENCY PREPAREDNESS FOR SPILLS

In preparation for a spills emergency and the possible need to implement, in whole or in part, the Provincial Emergency Plan, the Minister shall:

- o) designate primary and alternate members to serve as the Ministry Action Group;
- p) designate primary and alternate staff members to represent the Ministry on the staff of the Provincial Operations Centre;
- q) develop and maintain notification procedures for designated emergency staff on a 7 day, 24 hour basis;
- r) develop and maintain resource lists of personnel, services, equipment and material that may be required in an emergency;

<sup>1</sup> Taken from the Provincial Emergency Plan, ANNEX H, pages H-1 and H-2.



- s) ensure development and maintenance of plans and operating procedures to respond to an emergency;
- t) ensure Ministry staff are trained to respond to an emergency in accordance with plans and operating procedures; and
- u) direct the participation of the Ministry in any simulation or exercise that will be needed to test the Provincial Emergency Plan."

## 2. FOR MATTERS ASSOCIATED WITH:

### "EMERGENCY RESPONSE FOR SPILLS

In response to a spills emergency requiring the implementation of the Provincial Emergency Plan, in whole or in part, the Minister shall:

- a) when requested, direct the notification and assembly of individuals to staff the Ministry Action Group;
- b) when requested, direct the notification and assembly of individuals to staff the Provincial Operations Centre;
- c) monitor, coordinate, and assist with the implementation of ministry emergency plans;
- d) when requested, provide ministry staff to be part of any Provincial Liaison Team that may be assembled and deployed to an emergency area;
- e) progressively advance the state of readiness of ministry personnel to respond to an emergency;
- f) direct and coordinate the deployment of Ministry personnel, services, equipment, and materials as required;
- g) assist in restoration operations by providing continuous support activities; and
- h) be prepared, if designated by the Premier, to exercise any power or perform any duty conferred upon any minister in the implementation of the (Provincial Emergency) Plan."



### **3.2 PROVINCIAL RESPONSE STRUCTURE**

3.2.1 The purpose, composition and function of the Provincial Operations Centre is outlined in detail in the Provincial Emergency Plan and is illustrated in accompanying schematics in that Plan. The Ministry Action Group is also described in detail in the Provincial Emergency Plan. Section 3.2 of this Spill Emergency Plan, provides a summary of the purpose, composition and functions of the Provincial Operations Centre referred to in the Provincial Emergency Plan as these topics apply to MOE.

3.2.2 The Provincial Operations Centre serves as the decision and nerve centre for the implementation of the Provincial Emergency Plan, and is located at 25 Grosvenor Street, in Toronto (north of College and west of Yonge Street). In the event that the Provincial Emergency Plan is activated, in whole or in part, the Provincial Operations Centre serves as the focal point of operations for Ontario ministries participating in the response. Other operation centres of Ontario Government ministries, such as MOE's Spills Action Centre, would support the needs of the overall emergency, as required.

3.2.3 The main functions of the Provincial Operations Centre are:

- a) to assist municipalities and communities by providing advice and assistance in coordinating the provision of additional resources,
- b) to assist ministers assigned special responsibilities under the Emergency Plans Act by coordinating their operations with that of municipalities, communities and other ministries,
- c) to ensure that the Solicitor General and the Premier are kept informed,
- d) to ensure that all ministries assigned special responsibilities are briefed,
- e) to coordinate the provincial response when a provincial declaration of emergency is made, and
- f) to assist the federal government in responding to a national emergency.

3.2.4 When an emergency occurs and the Provincial Emergency Plan is implemented, in whole or in part, the Provincial Operations Centre will be staffed by Emergency Measures Ontario and supported by staff from a number of other ministries. The provincial emergency organization thus established, is divided into the following appointments and groups:

- a) The Executive Authority
- b) Executive Group
- c) Liaison Group
- d) Operations Group
- e) Plans Group
- f) Technical Group
- g) Information Group
- h) Forward Provincial Operations Centre
- i) Provincial Liaison Group



3.2.5 Depending on the nature of the emergency, MOE is expected to participate on the Executive Group, the Operations Group, the Technical Group, and the Provincial Liaison Team(s). MOE may have to provide staff for other groups that are identified for the Provincial Operations Centre in the Provincial Emergency Plan. For instance, MOE may have to provide a liaison officer to serve on the Information Group for events that generate the need for media releases.

3.2.6 Specific functions at the Provincial Operations Centre that MOE may have to fulfill depend largely on the emergency at hand. There may also be a need to provide staff for the Provincial Operations Centre on a 24 hour/day basis.

3.2.7 The MOE representative on the Executive Group is expected to have the authority to trigger and implement MOE's component of the overall provincial emergency response. MOE representation on other groups that make up the provincial emergency organization are also senior staff and MOE experts.

3.2.8 The Provincial Operations Centre will be supported by Ministry Action Groups within each participating ministry. Ministry Action Groups are expected to assist the corresponding Ministry representative(s) at the Provincial Operations Centre on the Executive Group and or the Ministry representative on the Operation Group.

3.2.9 In summary, ministries assigned special responsibilities under the Emergency Plans Act are required to prepare ministry emergency plans. These plans need to satisfy the preparedness tasks of a ministry's assigned area of responsibility (Section 3. 1. 3 above) in order to supplement a response to an emergency for which the overall Provincial Emergency Plan may be activated. The coordination of an overall Government response under the Provincial Emergency Plan rests with the Ministry of the Solicitor General and Correctional Services.



## CHAPTER 4

### MOE'S PARTICIPATION IN THE PROVINCIAL EMERGENCY PLAN

#### 4.1 OVERVIEW

4.1.1 This Chapter focuses on MOE's participation as one of possibly several agencies assigned special responsibilities within the framework of the Provincial Emergency Plan, and identifies MOE offices and positions that will fulfill specific functions under the emergency response structure established by the Provincial Emergency Plan.

4.1.2 The Provincial Emergency Plan is a coordinated Government response mechanism available for emergencies that escalate beyond the response capabilities of the local community, and where local or regional authorities request provincial assistance that requires the coordination of resources from several provincial ministries.

4.1.3 The Provincial Emergency Plan may be activated for a variety of emergencies including those involving hazardous substances or other pollutants as one of possibly several priorities that need to be addressed as part of an overall Provincial response.

4.1.4 The Provincial Emergency Plan may also be activated in the event a spill or a release of hazardous substances or other pollutants is beyond the response capability of the discharger, and the event escalates to an emergency that is beyond the response capability of the local/regional authorities. This situation may require not only the statutory intervention of MOE but also a coordinated response by several provincial ministries.

4.1.5 Chapter 2 of this Spill Emergency Plan serves as the basis for the Ministry's participation under the Provincial Emergency Plan in response to an emergency with an environmental component.

4.1.6 When the Provincial Emergency Plan is activated, in whole or in part, for an emergency that involves a spill of hazardous or polluting substance(s), or involves related environmental issues that require MOE participation, senior MOE staff will participate in the various groups that comprise the Provincial Operations Centre and other response groups created under the Provincial Emergency Plan, as required.

4.1.7 Diagram 1, at the end of this Chapter, illustrates MOE's participation within the overall framework of an emergency response under the Provincial Emergency Plan. Diagram 2 illustrates the relationship within the provincial emergency organization and the decision-making groups created by the Provincial Emergency Plan in which MOE, as one of several agencies, has an assigned role.



4.1.8 For the purpose of MOE's participation in the Provincial Emergency Plan, the Ministry's Spills Action Centre will serve as a primary communications focal point, responsible for notifying MOE staff who may have to participate in various tasks under the Provincial Emergency Plan. For this purpose the Spills Action Centre is required to maintain appropriate staff contact lists. The Spills Action Centre will also facilitate subsequent communication needs between the Provincial Operations Centre and MOE.

## 4.2 THE PROVINCIAL OPERATIONS CENTRE

4.2.1 The Provincial Operations Centre will be activated in the event that the Provincial Emergency Plan is implemented, in whole or in part. The Centre serves as the focal point for coordinated provincial operations, and is located at 25 Grosvenor Street, in Toronto (one block north of College Street, and west of Yonge Street).

4.2.2 Emergency Measures Ontario employees will staff the Centre together with representatives from other ministries and agencies. The nature of the emergency will dictate which Ontario ministries may be called upon to staff the Provincial Operations Centre. MOE will be required to participate in a response under the overall Provincial Emergency Plan in the event an emergency for which that Plan is activated, includes an environmental component; a component for which MOE has a specific mandate.

4.2.3 All those participating in the staffing of the Provincial Operations Centre work in pre-designated decision-making groups and groups or teams of experts created under the overall Provincial Emergency Plan. (Further details on the Provincial Operations Centre are in the Provincial Emergency Plan.) The Ministry participates on several of the groups or teams that comprise the overall emergency response structure.

4.2.4 The degree of MOE participation in activities at the Provincial Operations Centre is a function of the nature of the emergency for which the Provincial Emergency Plan is activated. MOE will most likely staff the following four groups: the Executive Group, the Operations Group, the Technical Group, and the Provincial Liaison Team. Diagram 2 at the end of this Chapter illustrates the inter-relationship of these groups. MOE may be required to staff other groups under the Provincial Emergency Plan. One such group may well be the Information Group.

## 4.3 EXECUTIVE GROUP

4.3.1 The most senior multi-agency decision-making group created by the Provincial Emergency Plan as part of the Provincial Operations Centre is the Executive Group.

4.3.2 The Ministry's representative on the Executive Group must have the authority to implement MOE's component, normally the spills component, of the overall provincial response to the emergency for which the Provincial Emergency Plan is activated.



4.3.3 To this end, MOE's representative(s) on the Executive Group may be required to call on any or all elements of the Ministry's regular spill response program, as outlined in Chapter 2 of this Plan, for the purpose of facilitating a response to the environmental component of the emergency. The collective Ministry response capabilities should be at the disposal of the designated MOE representatives who are tasked with representing the Ministry on the Executive Group.

4.3.4 MOE's representative(s) on the Executive Group may also have to consider making use of the statutory authority extended to the Minister by *The Environmental Protection Act* to preempt the efforts of the discharger, and to make use of the authority extended to designated Ministry staff which may facilitate overall cleanup and disposal efforts. The MOE representative(s) may be required to request MOE staff to prepare Minister's or Director's orders under the Act and as may be appropriate, where such directions may facilitate a response by staff or securing additional response resources including those from other public agencies and the private sector.

4.3.5 MOE's Executive Group representative is responsible for nominating, as may be necessary, the source of MOE expertise for other groups of the Provincial Operations Centre.

4.3.6 MOE's representative on the Executive Group is the Operations Division's Assistant Deputy Minister (ADM), or in his/her absence, the designated alternate.

4.3.7 It is the responsibility of the Spills Action Centre to locate candidates required for staffing the Executive Group as indicated in Annex II of this Plan, from staff lists maintained by the Centre as part of the Ministry's spill response program.

4.3.8 The Spills Action Centre will contact MOE representative(s) when notified by Emergency Measures Ontario that the Provincial Emergency Plan has been activated for an emergency or for an anticipated emergency.

4.3.9 MOE's representative(s) on the Executive Group will meet with the rest of that Group at the Provincial Operations Centre located at 25 Grosvenor Street, Toronto.

#### **4.4 OPERATIONS GROUP**

4.4.1 The Operations Group provides operational input to the decision-making process, implements operational decisions by issuing advice and direction as appropriate, identifies and coordinates resources, and ensures that actions taken are complementary.

4.4.2 The Operations Group's Ministry representative is the Head of MOE's Spills Action Centre, or his/her designated alternate MOE's Contingency Planning Co-ordinator.

4.4.3 The Spills Action Centre will contact the MOE Operations Group representative(s) when notified by Emergency Measures Ontario that the Provincial Emergency Plan has been activated for an emergency or activated for an anticipated emergency.



4.4.4 MOE's representative(s) on the Operations Group will meet with the rest of that Group at the Provincial Operations Centre located at 25 Grosvenor Street, Toronto.

#### **4.5 TECHNICAL GROUP**

4.5.1 The Technical Group is part of the Provincial Operations Centre, and provides a wide range of technical input to the decision-making process by acquiring and assessing technical data. Its source of personnel depends on the nature of the emergency.

4.5.2 MOE is expected to provide staff to this group with technical expertise to deal specifically with the environmental component of the emergency at hand. MOE representation on the Technical Group will most likely include expertise in both the water and air pollution fields, and/or water and air dispersion modeling capabilities. Other technical experts may also be required.

4.5.3 The MOE representative on the Executive Group may suggest the source of expertise within MOE for the Technical Group. (See also Annex II.)

4.5.4 It is the responsibility of the Spills Action Centre to locate experts required for staffing the Technical Group as suggested in Annex II of this Plan from staff lists and operating procedures maintained by the Centre for MOE's spill response program.

4.5.5 MOE's representative(s) on the Technical Group will meet with the rest of that Group at the Provincial Operations Centre located at 25 Grosvenor Street, Toronto.

#### **4.6 PROVINCIAL LIAISON TEAMS**

4.6.1 The Provincial Liaison Team(s) provide advice and assistance to municipalities and communities during an emergency to ensure that critical information is exchanged. These teams are often augmented by specialists from any number of ministries and agencies depending on the nature of the emergency.

4.6.2 MOE is expected to provide specialists to the Provincial Liaison Team(s) as may be required by the nature of the environmental component of the emergency at hand. See Annex II of this Plan for sources of candidate MOE team members.

4.6.3 The MOE representative on the Executive Group may suggest the source of specialists within MOE for the Provincial Liaison Team(s).

4.6.4 It is the responsibility of the Spills Action Centre to locate specialists required for staffing the Provincial Liaison Team(s) as suggested in Annex II of this Plan from staff lists and operating procedures maintained by the Centre.

4.6.5 MOE's representative(s) on the Provincial Liaison Team(s), when required, will report to the Forward Provincial Operations Centre at or near the emergency site. The Forward



Provincial Operations Centre is an arm of the Provincial Operations Centre and tasked to direct and coordinate provincial response assistance.

#### **4.7 INFORMATION GROUP**

4.7.1 In the event that the Provincial Emergency Plan is activated, the importance of the Government of Ontario to speak with one voice on matters associated with the response by the Government to the emergency has to be acknowledged. It is therefore important to recognize that accurate and timely communications between all responders to the emergency be established and maintained.

4.7.2 The Information Group under the Provincial Emergency Plan is part of the Provincial Operations Centre, and is intended to provide media and public information input to the decision-making process. Its work is guided by the operational plans and directives approved by the Executive Group.

4.7.3 When the Provincial Emergency Plan is activated, "the Director of Emergency Information assumes lead responsibility and authority for public and media information concerning the emergency and the provincial response to it".<sup>2</sup> The Director of Communications, Ministry of the Solicitor General and Correctional Services normally staffs the position of Director of Emergency Information.

4.7.4 When the Provincial Emergency Plan is activated, it will be the responsibility of MOE's Communications Branch staff to work closely with the Director of Emergency Information as established by the Provincial Emergency Plan. When MOE is involved in the response to an emergency for which the Provincial Emergency Plan is implemented, MOE will release information to the public and to the media only via the Director of Emergency Information. All releases and statements to the public or to the media have to be cleared by the Director of Emergency Information (see paragraph 4.7.3, above).

4.7.5 A designated communications representative from the Ministry's Communications Branch, or his/her alternate serve on the Information Group.

4.7.6 It is the responsibility of the Spills Action Centre to locate staff of experts for the Information Group as suggested in Annex II of this Plan from staff lists and operating procedures maintained by the Centre.

4.7.7 MOE's representative(s) on the Information Group will meet with the rest of that Group at the Provincial Operations Centre at 25 Grosvenor Street, Toronto.

#### **4.8 MOE ACTION GROUP**

<sup>2</sup> From Section 1.3.1 of the Emergency Information Plan, an annex to the Provincial Emergency Plan.



4.8.1 The Provincial Operations Centre functions with the support of action groups established as necessary by each ministry that is involved in the emergency for which the Provincial Emergency Plan has been activated. During such emergencies, each participating ministry will form an action group which will be available to provide assistance to the corresponding ministry representative(s) on the Executive Group and/or Operations Group as may be required. See also Diagram 2 at the end of this Chapter.

4.8.2 Ministry action groups normally work off-site from the Provincial Operations Centre by making use of available ministry operations centres.

4.8.3 In accordance with the requirements of the Provincial Emergency Plan, the functions of ministry action groups are:

- j) to facilitate the flow of information,
- k) to facilitate the making of critical decisions,
- l) to assist in identifying and securing expertise from within specialized MOE program areas, and
- m) to facilitate the deployment of available resources.

4.8.4 The composition of the MOE Action Group will be determined by the nature, seriousness as well as the location of the emergency for which the Provincial Emergency Plan has been activated. See Annex II of this Plan for candidate MOE participants.

4.8.5 As a general principle, the MOE Action Group will consist of the regional director or an alternate senior person from the MOE Regional Office where the emergency takes place, or another senior staff member who can represent the concerns and interests of the appropriate Ministry region. In addition, the MOE Action Group will include the Operations Division's Operations Coordinator, and one senior representative from each branch or major program area that may be called into the MOE response component of the overall emergency, and possibly a communications representative.

4.8.6 MOE's Executive Group representative(s) may suggest the source of representatives for staffing the MOE Action Group.

4.8.7 It is the responsibility of the Spills Action Centre to locate the required staff for MOE's Action Group as suggested in Annex II of this Plan from staff lists and operating procedures maintained by the Centre.

4.8.8 Although it is desirable for the MOE Action Group to work as a unit out of one location, it may be expedient for some Group members especially those from distant regional offices to operate out of their respective offices, while other members may wish to assemble in one or more central locations in or near Toronto.

4.8.9 Members of the MOE Action Group may make use of the Spills Action Centre's board room for the purpose of the Group's operational needs. To a limited extent the Group may



make use of the 24 hour facilities of the Centre (limited, considering that the Centre has to deal with other events and maintain its overall operations).

#### **4.9 NOTIFYING EMERGENCY MEASURES ONTARIO**

4.9.1 MOE will advise the offices of Emergency Measures Ontario as early as possible of any serious or significant event that MOE may be investigating, may be aware of, or is otherwise responding to, and that is likely to escalate to an emergency which may be of interest to Emergency Measures Ontario.

4.9.2 The Spills Action Centre is responsible for advising Emergency Measures Ontario in a timely manner of events that MOE is aware of and which may escalate to an emergency within the concepts of the Provincial Emergency Plan.

#### **4.10 EXERCISES**

4.10.1 It is a requirement of the Provincial Emergency Plan that MOE and other Ontario agencies participate periodically in emergency simulations or exercises conducted to test the overall Provincial Emergency Plan. These exercises are normally held annually.

4.10.2 Simulations or exercises may consist merely of testing communications effectiveness, may consist of a desk-top exercise without activating the Provincial Emergency Centre, or may consist of the full activation of the Provincial Emergency Centre for a period long enough to require off-hour staffing.

4.10.3 Prior notices for planned simulations or exercises will normally be made well in advance. The Spills Action Centre will receive notices of planned simulations and exercises from Emergency Measures Ontario and forward this to the appropriate MOE staff members, offices, and program areas that may be required to participate in such simulations or exercises.

4.10.4 The Spills Action Centre will also serve as primary MOE communications focal point during planned simulations and exercises, and the Centre will participate in these simulations or exercises as may be required.

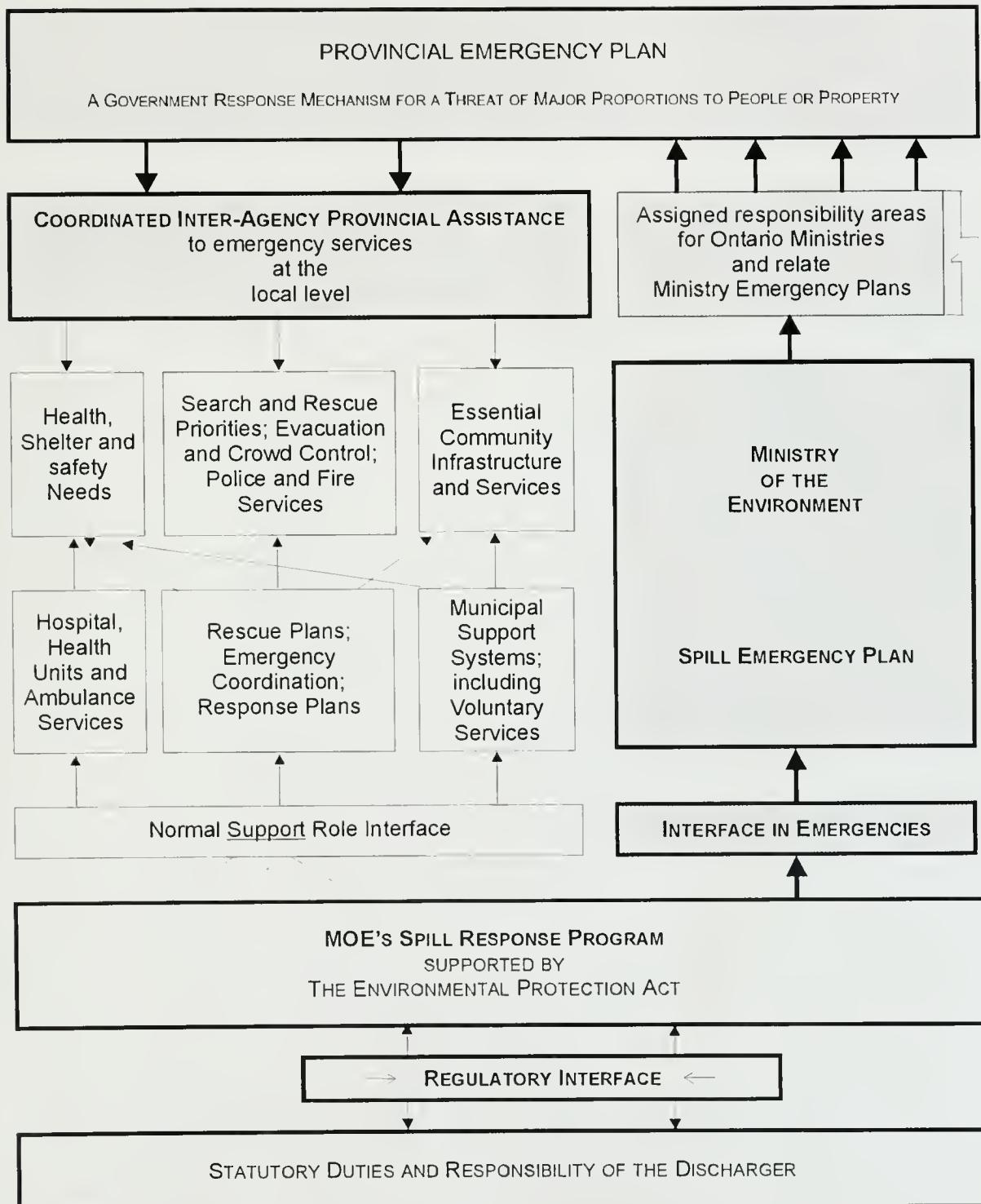


Last updated: February 1999



## DIAGRAM 1

### MOE'S PARTICIPATION IN THE PROVINCIAL EMERGENCY PLAN



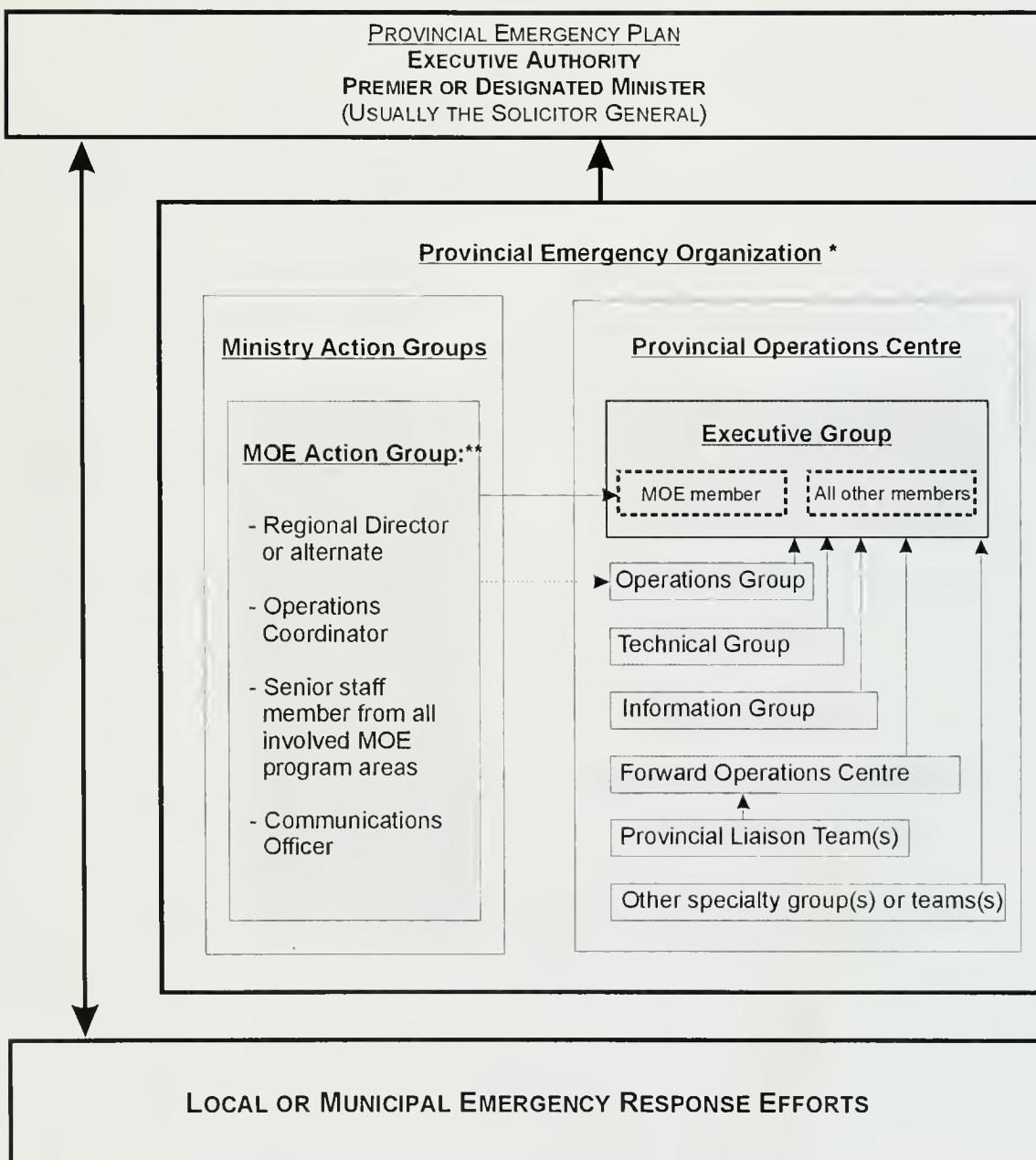


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## DIAGRAM 2

### RELATIONSHIP OF RESPONSE GROUPS IN WHICH MOE PARTICIPATES



Note: \* Shaded areas represent groups created by the Provincial Emergency Plan in which MOE participates. See Annex II for MOE staff positions assigned to these groups or teams.

\*\* MOE Action Group reports to the Operations Group for events where MOE is not represented on the Executive Group.



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## CHAPTER 5

### ADMINISTRATIVE ELEMENTS

#### **5.1 CUSTODIAN**

5.1.1 The custodian of this Spill Emergency Plan is the Contingency Planning Coordinator of the Ministry's Spills Action Centre.

5.1.2 The custodian is the designated Ministry contact person for all administrative matters related to this Plan, and generally responsible for maintaining this Plan up to date.

5.1.3 The Custodian is responsible for creating detailed contact lists based on the suggested sources for candidates identified in Annex II of this Plan. The Custodian is also responsible for checking regularly the accuracy of information and contacts referred to in the Plan, and checking the currency and accuracy of relevant contact lists at the Spills Action Centre on which this Plan relies.

5.1.4 In addition, the Custodian is responsible for creating an easy to use summary of contact lists that support this Spill Emergency Plan. This summary is to form part of regular procedures and decision guides maintained by the Spills Action Centre.

#### **5.2 AMENDMENTS AND UPDATING**

5.2.1 It is the responsibility of the Custodian to review thoroughly the main body of this Plan and its annexes on an annual basis. This thorough review will take place no later than the third month of every fiscal year.

5.2.2 Amendments to this Plan that are administrative in nature may be made as required. The Custodian is responsible to identify such amendments and to obtain appropriate approval, as may be required given the nature of the proposed amendments, before carrying out the changes.

5.2.3 A review of the annexes of this Plan is to be carried out at least twice per year.



5.2.4 The Custodian may create new annexes that may be appropriate as a result of administrative or structural changes within the Ministry, or administrative changes to the Provincial Emergency Plan which would necessitate new or additional information or explanations for this Plan. Such new annexes might consist of additional contact lists or illustrations of working relationships between entities or groups on which this Plan relies.

5.2.5 The Spill Emergency Plan relies on the routine procedures, guidelines, and notification and contact lists of the Spills Action Centre. The Custodian is also responsible for verifying that the Spills Actions Centre's procedures and guidelines related to this Plan are up-to-date. These procedures and contact lists are to be verified quarterly.

### **5.3 TRAINING**

5.3.1 The Head of the Spills Action Centre is responsible for training staff of the Centre who may participate in activities associated with an emergency for which this Spill Emergency Plan may be activated. Training that is specific to matters associated with this Spill Emergency Plan will take place on an annual basis, and no later than the sixth month of the fiscal year.

5.3.2 The Head of the Spills Action Centre is also responsible for periodically briefing managers representing Ministry program areas that may be involved in the response to spill-related emergencies. These briefings will form part of periodic meetings of applicable program managers.



MINISTRY OF THE ENVIRONMENT  
SPILL EMERGENCY PLAN

**ANNEXES**



Last updated: February 1999



ANNEX I

MOE REGIONAL OFFICES

AND

NOTIFICATION PROTOCOL







**Annex I-1**  
**LISTING OF MOE REGIONAL AND DISTRICT OFFICES**

MOE Office	Office Location	Local Phone Number	Toll-free Line
<b>Spills Action Centre</b> operates year-round, 24hrs/day			
	North York	416-325-3000	Province-wide: 800-268-6060
MOE Regional and District offices below are accessible for the purpose of reporting spills during regular business hours only.*			
<b>Central Region</b>	North York	416-326-6700	800-810-8048
Halton-Peel District Office	Burlington	905-637-4150	800-335-5906
Metro Toronto District Office	North York	416-326-6700	800-810-8048
York-Durham District Office	Ajax	905-427-5600	800-376-4547
<b>Eastern Region</b>	Kingston	613-549-4000	for area codes 613/705/905: 800-267-0974
Belleville Area Office	Belleville	613-962-9208	for area code 613: 800-860-2763
Cornwall Area Office	Cornwall	613-933-7402	for area code 613: 800-860-2763
Kingston District Office	Kingston	613-548-6911	for area codes 613/705/905: 800-267-0974
Ottawa District Office	Ottawa	613-521-3450	800-860-2195
Peterborough District Office	Peterborough	705-743-2972	800-558-0595
<b>Northern Region</b>	Thunder Bay	807-475-1205	for area codes 705/807: 800-875-7772
Kenora Area Office	Kenora	807-468-2718	for area code 807: 888-367-7622
North Bay Area Office	North Bay	705-476-1001	800-609-5553
Sault Ste Marie Area Office	Sault Ste Marie	705-949-4640	for area codes 705/807: 800-965-9990
Sudbury District Office	Sudbury	705-564-3237	for area codes 705/807: 800-890-8516
Thunder Bay District Office	Thunder Bay	807-475-1315	for area codes 705/807: 800-875-7772
Timmins District Office	Timmins	705-235-1500	for area codes 705/807: 800-380-6615
<b>Southwestern Region</b>	London	519-661-2200	for area code 519: 800-265-7672
Barrie District Office	Barrie	705-726-1730	800-890-8511
Owen Sound Area Office	Owen Sound	519-371-2901	for area code 519: 800-265-3783
Sarnia District Office	Sarnia	519-336-4030	800-387-7784
Windsor Area Office	Windsor	519-254-2546	800-387-8826
<b>West-Central Region</b>	Hamilton	905-521-7640	800-668-4557
Guelph District Office	Guelph	519-826-4255	800-265-8658
Hamilton District Office	Hamilton	905-521-7650	800-668-4557
Niagara District Office	St. Catharines	905-704-3900	800-263-1035

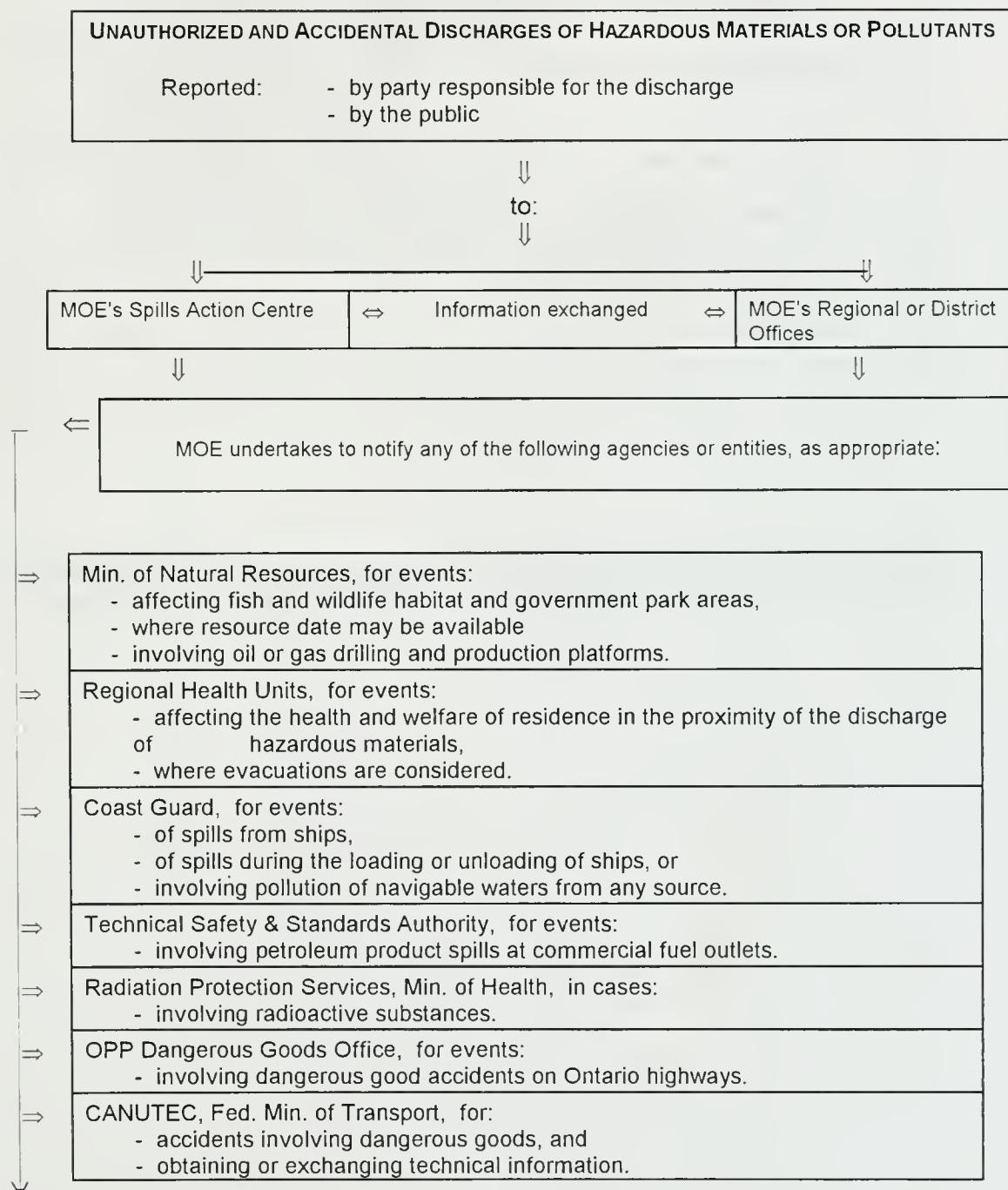
\* - leaving a voice-mail message does not satisfy spill reporting requirements.



## Annex I-2

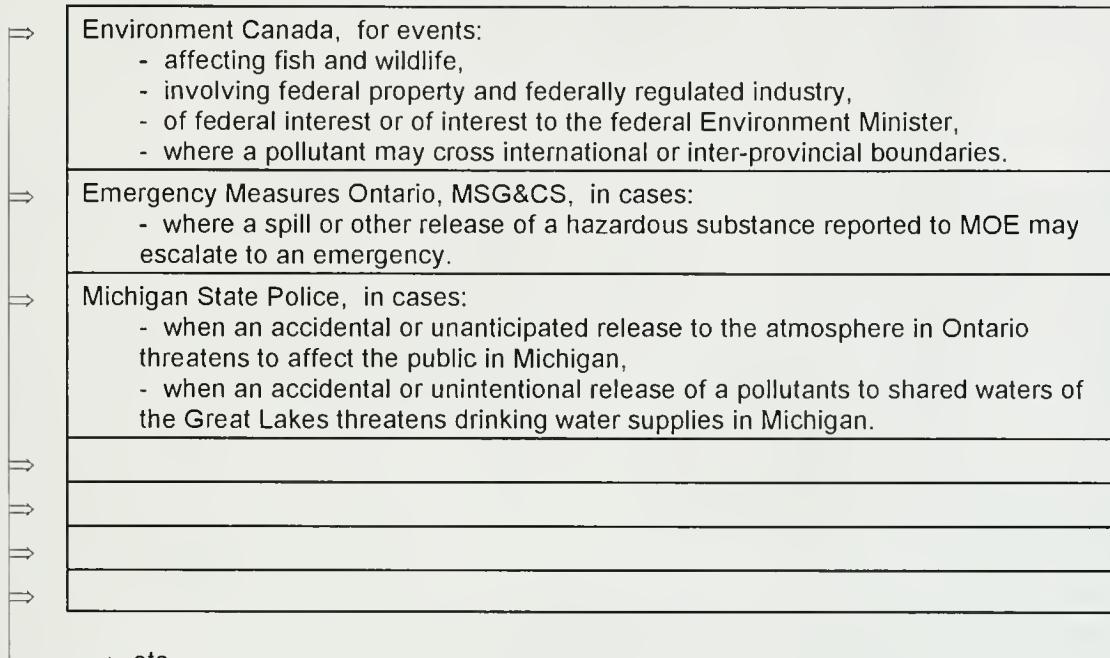
### MOE SPILL RESPONSE PROGRAM NOTIFICATION PROTOCOL

#### SIMPLIFIED ILLUSTRATION





cont'd.



Note: The Spills Action Centre maintains detailed contact lists which facilitate the intent of the notification protocol indicated in the simplified illustration above.







## ANNEX II

### MOE CANDIDATES FOR THE PROVINCIAL OPERATIONS CENTRE

As outlined in the main text of this Plan, the operational part of the Spill Emergency Plan relies on the Ministry's spill response program. The notification component required to activate this Plan relies on the Spills Action Centre and its procedures and contact lists.

As noted in this Spill Emergency Plan, the Spills Action Centre is responsible for maintaining detailed and up-to-date contact lists for the purpose of this Plan. It is also the responsibility of the Spills Action Centre to notify all necessary MOE staff who may be required to respond to an emergency under the Provincial Emergency Plan.

Chapter 4 of this Plan outlines the functions that are expected to be performed by MOE representatives on various groups and teams that support the Provincial Operations Centre in the event this Spill Emergency Plan is activated as supplement to the Provincial Emergency Plan. Chapter 4 also stipulates where groups and teams members are to assemble. This Annex consists of a summary of MOE representatives, or Ministry's offices or program areas that may need to be contacted in order for the Ministry to provide assistance on environmental matters in an emergencies for which the Provincial Emergency Plan is activated in support of an overall Government response.

It must be recognized that it may be necessary to staff some of these positions over an extended period of time. This requirement will necessitate the selection of relief crews. Additional Ministry representatives to those suggested below will need to be located for emergencies that require around-the-clock MOE participation.

#### II-1 EXECUTIVE GROUP \*

Primary MOE representative	ADM, Operations Division
Alternate	As designated

#### II-2 OPERATIONS GROUP \*

Primary MOE representative	Head, Spills Action Centre
Alternate	Contingency Planning Coordinator, Spills Action Centre

\* Group members report to the Provincial Operations Centre at 25 Grosvenor St., Toronto.



**II-3 TECHNICAL GROUP \***

Senior technical staff	For <u>each</u> MOE program area involved in the emergency
Alternate	Alternate technical staff for <u>each</u> involved program area

**II-4 PROVINCIAL LIAISON TEAM \*\***

Senior regional staff	From the appropriate Regional Office
Technical staff	From the appropriate Regional Office and possibly from other MOE program areas
Information officer	From the appropriate regional office or from Communications Branch

**II-5 INFORMATION GROUP \***

Senior communications representative	Communications Branch
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**II-6 MINISTRY ACTION GROUP \*\*\***

(when Provincial Emergency Plan activated)

Regional Director	Appropriate Regional Office
Alternate	Designated alternate Regional Director
Operations Coordinator	Operations Division
Senior staff member	For <u>each</u> appropriate branch or program area involved
Senior Duty Officer	Spills Action Centre
Senior communications representative	Communications Branch

\* Group members report to the Provincial Operations Centre at 25 Grosvenor St., Toronto.

\*\* Team members reports to the Forward Operations Centre at or near the emergency site.

\*\*\*Group members may work out of their respective offices or use the facilities of the Spills Action Centre.





